



PUBLIC NOTICE

UNITED STATES DISTRICT COURT DISTRICT OF KANSAS

Ralph L. DeLoach, Clerk of Court

Effective March 20, 2003 the United States District Court for the District of Kansas will permit payments for court-related fees and expenses to be made by credit card.

CREDIT CARD AUTHORIZATION FORM (ATTACHED): Law firms, partnerships, professional corporations, and sole proprietorships may present or mail a Credit Card Authorization Form to the court which will permit any individual designated on the form to request services and charge the fees for such services to the credit card referenced on the form. This form must contain the original signature of the cardholder. The form will allow the designated individuals to charge to the account on file either via telephone or in person in any of our staffed offices located in Kansas City, Wichita and Topeka. The original forms will be stored in Kansas City's Financial vault. Copies of the forms will be stored in the vault in each of the other offices.

CREDIT CARD AUTHORIZATION FORM FOR CRIMINAL DEBT PAYMENTS (ATTACHED): Individuals wishing to charge criminal debt payments (*e.g.*, special assessment, restitution, fine, etc.) via telephone must have the attached form on file with the court. A copy of the cardholder's driver's license or other identification along with a copy of both sides of the referenced credit card must be returned with and attached to the form. The original forms will be stored in Kansas City's Financial vault.

A copy of either form may be obtained from the court's web page, www.ksd.uscourts.gov, or from the intake section of any of our staffed offices mentioned above.

Mail the original of this form to: **CLERK, UNITED STATES DISTRICT COURT
FINANCIAL DEPARTMENT
500 STATE AVE., ROOM 259
KANSAS CITY, KS 66101**

INDIVIDUAL CARDHOLDERS: A form is not necessary when a payment is being made in one of our offices directly by a card holder. However, a photo ID is required to be presented in order to accept the credit card payment.

ACCEPTED CARDS: Visa, MasterCard, Discover, American Express, and Diners Club.

Further questions regarding credit card payments should be directed to Jeffery L. Breon at 913-551-1429.